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# *Employment Opportunities* at the IRS Cincinnati Service Centers

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Good Pay

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Learn New Skills

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Meet New People

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Employment  
Information  
and  
Application  
Forms  
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Department of the Treasury  
Internal Revenue Service

[www.irs.gov](http://www.irs.gov)

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Equal Employment Opportunity Employer



## General Information

This employment booklet contains all information needed to apply for a career-conditional, seasonal data transcriber, clerk, tax examiner, and customer service representative position with the Internal Revenue Service, Cincinnati Service Centers located in Covington, Kentucky.

The Cincinnati Service Centers hire **SEASONAL** employees who work a regularly scheduled tour of duty; i.e., 8 hours a day, 40 hours a week. Part-time, seasonal employees work a regularly scheduled tour of duty of less than 40 hours a week. When the workload is low, seasonals are placed in non-work status and recalled when needed. Data transcribers, tax examiners, and customer service representatives generally work from 4 to 7 months each year. The length of time in pay status for clerks may range from several weeks to several months.

After you have been an employee for 3 months (career-conditional seasonal), you will be eligible to apply for other IRS positions with higher potential.

**It is in your best interest to test early!** General aptitude tests are administered for clerk, data transcriber, and tax examiner positions, GS-2/3/4. You will be considered for only one of these positions. You may be considered for a tax examiner and customer service representative, GS-5, while also being considered for one of the three positions listed above; however, you must submit separate applications.

## Seasonal Positions Available

### Data Transcribers

Data Transcribers enter tax information into a computer terminal from taxpayer returns.

### Clerks

Clerks perform various clerical duties such as maintaining records, extracting, sorting and filing tax returns and other related correspondence.

### Tax Examiners

Tax Examiners examine tax returns for accuracy and completeness and /or review and code tax returns for computer processing; follow procedures to resolve errors; or correspond with taxpayers to obtain missing information.

### Customer Service Representatives

Customer Service Representatives work on the customer service toll-free telephone system used by the public to resolve issues and obtain information about tax administration. They carry out a full range of administrative and technical assistance to individuals and/or businesses primarily through telephone and/or face-to-face contact.



## Employee Benefits

- ✓ Periodic raises
- ✓ Health and life insurance benefits for data transcribers, tax examiners, customer service representatives and some clerk positions
- ✓ Retirement Plan: Federal Employees Retirement System (*FERS*)
- ✓ Up to 2 ½ - 5 weeks vacation per year (depending upon number of hours worked and length of employment)
- ✓ Up to 13 days paid sick leave per year (depending upon number of hours worked)
- ✓ Up to 10 paid holidays per year
- ✓ Cash bonuses and awards for significantly outstanding work performance or adopted suggestions
- ✓ Paid training
- ✓ Free parking or public subsidy
- ✓ Incentive pay bonuses (for most data transcriber positions)
- ✓ Direct Deposit of paychecks and savings allotments
- ✓ 10% night shift differential between 6 p.m. and 6 a.m.
- ✓ 25% Sunday premium pay
- ✓ On-site day care center (competitive rates)
- ✓ On-site credit union

<b>Salaries and Shifts</b>	<p>The salary depends on the position for which you are selected, your experience, and the shift. Night-shift employees receive an extra 10 percent for hours worked between 6 p.m. and 6 a.m. Employees who work on Sundays receive 25% premium pay. Most data transcribers can also earn incentive pay.</p> <p>Day shift ranges from 6 a.m. to 5 p.m., swing shift ranges from 3 p.m. to 1 a.m., and night shift ranges from 9 p.m. to 8 a.m. Shifts may be full-time or part-time.</p>
<b>Determination of Suitability and Physical Fitness</b>	<p>The IRS is committed to ensuring that all employees perform in a manner warranting the highest degree of public confidence and demonstrate the highest level of ethics and integrity.</p> <p><b>All applicants will be fingerprinted and selections are made subject to investigation.</b> Any arrests, discharges from employment, or other information not shown on your application or resume could affect your continued employment in the Service. <b>Not all applicants are selected for employment.</b> If you are selected for employment, you will be notified and receive a commitment letter.</p> <p>Physical disabilities are not disqualifying if the duties of the position can be performed efficiently and the employment will not be hazardous to the employee or endanger the health and safety of other employees.</p>
<b>Privacy Act Notice Requirement</b>	<p>The information provided in this packet is pursuant to the Privacy Act of 1976. The authority to collect this information is derived from 5 USC 3301 and E.O. 11491. The principal purpose of the application form is to collect information to determine the eligibility of applicants. This information will be used on a “need-to-know” basis by IRS officials, Office of Personnel Management, and Department of Labor as required by the Federal Personnel Manual. Your providing the requested information is voluntary; however, your failure to furnish the information may result in your application not being processed.</p>

<p><b>Basic Requirements for all Positions</b></p>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Must be a U.S. Citizen. (Permanent Registered Aliens are not eligible to apply.)</li> <li><input checked="" type="checkbox"/> Military personnel must be within 120 days of discharge or retirement.</li> <li><input checked="" type="checkbox"/> Must pass a general aptitude test with a rating of at least 70.</li> <li><input checked="" type="checkbox"/> Must meet qualification requirements as shown.</li> </ul>	
<p><b>Qualification Requirements</b></p>	<p><b>Clerk, GS-2/3</b> Applicants must pass a written test and meet grade qualifications for a GS-2 or GS-3.</p> <hr/> <p><b>Data Transcriber, GS-2/3/4</b> Applicants must pass the first part of the written test for a GS-2 or GS-3. Applicants must pass the two-part written test for a GS-4. In addition, all applicants must pass the data transcriber skills test (administered on a computer terminal) and meet grade qualifications for a GS-2, GS-3, or GS-4.</p> <p><b>Data transcribers must successfully pass 2 weeks of paid training in order to continue employment.</b></p> <hr/> <p><b>Tax Examiner, GS-4</b> Applicants must pass a two-part written test and meet grade qualifications for a GS-4.</p>	<p><b>Tax Examiner, GS-5</b> There is no test required at the GS-5 level; however, applicants must meet grade qualifications for a Tax Examiner, GS-5. Applications will only be accepted when an open period is announced. Call the IRS Job Line at (513) 357-5559 for this information.</p> <hr/> <p><b>Customer Service Representative, GS-5</b> There is no test required at the GS-5 level; however, applicants must meet grade qualifications for a Customer Service Representative, GS-5. Applications will only be accepted when an open period is announced. Call the IRS Job Line at (513) 357-5559 for this information.</p>

## IRS Cincinnati Service Centers

### Grade Qualifications

#### Clerk, GS-2 and Data Transcriber, GS-2

- ☒ A high school diploma or GED; **or**
- ☒ Age 18 with 3 months of general, clerical-related experience.

#### Clerk, GS-3 and Data Transcriber, GS-3

- ☒ A high school diploma or GED with 6 months of general, clerical-related experience; **or**
- ☒ Age 18 with 6 months of general, clerical-related experience; **or**
- ☒ 30 college semester hours from an accredited school; **or**
- ☒ 45 college quarter hours from an accredited school.

#### Data Transcriber, GS-4 and Tax Examiner, GS-4

- ☒ A high school graduate or GED and 1 year of general, clerical-related experience; **or**
- ☒ Age 18 and 1 year of general, clerical-related experience; **or**
- ☒ 60 college semester hours from an accredited school; **or**
- ☒ 90 college quarter hours from an accredited school.

<p><b>Grade Qualifications</b> (continued)</p> <p><b>Specialized Experience</b></p>	<p><b>Tax Examiner, GS-5</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A high school graduate or GED and 1 year of specialized experience; <b>or</b></li> <li><input checked="" type="checkbox"/> 120 college semester hours from an accredited school; <b>or</b></li> <li><input checked="" type="checkbox"/> 180 college quarter hours from an accredited school.</li> </ul> <p><b>Specialized experience is considered the following:</b> Bookkeeping; accounting; legal or quasilegal clerical claims examining; or work experience that provided a familiarity with the Internal Revenue Code, laws, and regulations.</p>
<p><b>Specialized Experience</b></p>	<p><b>Customer Service Representative, GS-5</b></p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A high school graduate or GED and 1 year of specialized experience; <b>or</b></li> <li><input checked="" type="checkbox"/> 120 college semester hours from an accredited school; <b>or</b></li> <li><input checked="" type="checkbox"/> 180 college quarter hours from an accredited school.</li> </ul> <p><b>Specialized experience is considered the following:</b> Experience that has provided skill in conducting personal and telephone contacts with a wide range of individuals. Experience must demonstrate the ability to explain complex technical or regulatory information and to adapt explanation and language used to different levels of understanding; or bookkeeping; accounting; legal or quasilegal clerical claims examining; or work experience that provided a familiarity with the Internal Revenue Code, laws, and regulations.</p>

### Veterans Preference

A 5-point preference is granted to veterans who entered the military service prior to October 15, 1976, or who served in a military action for which they received a Campaign Badge or Expeditionary Medal, including the award of the Armed Forces Expeditionary Medal for service in Bosnia during Operation Joint Endeavor, November 20, 1995 – December 20, 1996, and Operation Joint Guard, December 20, 1996 – to be determined.

A 5-point preference is also granted to veterans who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to anyone who is otherwise eligible and who served on active duty during this period regardless of where the person served or for how long. “Otherwise eligible” means that the person must have been released from the service under honorable conditions and must have served a minimum of 2 years on active duty, or if a Reservist, must have served the full period for which called to active duty.

**If you are claiming a 5-point veteran preference you must attach your DD-214 to your application or resume.**  
**If you do not have a copy of your DD-214, you may contact the Veterans Affairs at 1-800-827-1000.**

You may be entitled to a 10-point veteran preference if you are a disabled veteran; you have received the Purple Heart; you are the spouse or mother of a 100% disabled veteran; or you are the widow, widower, or mother of a deceased veteran. If you are claiming 10-point veteran preference, you **must** attach an SF-15, Application for 10-point Veteran Preference, plus the proof required by that form to your application or resume.

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### Selective Service Registration

If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System. To find out if you are registered, you may call 847-688-6888.

## What Your Application or Resume Must Contain

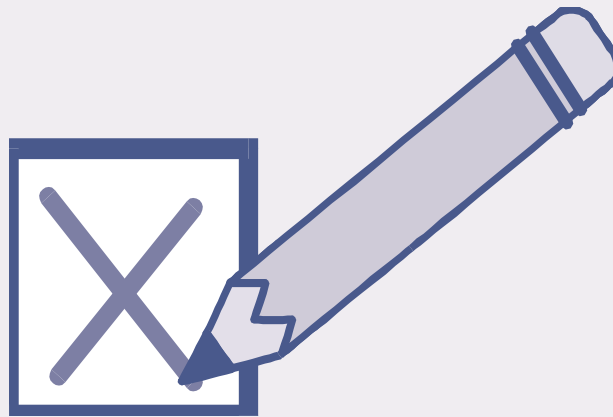
Applications or resumes that are not complete or accurate may cause you to be ineligible for a particular grade or position.

Job Information	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Title and grade(s) of the job for which you are applying.</li> </ul>
Personal Information	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Full name, mailing address (<i>with zip code</i>), and day and evening phone numbers;</li> <li><input checked="" type="checkbox"/> Social Security Number;</li> <li><input checked="" type="checkbox"/> Veterans' Preference (<i>if applicable</i>);</li> <li><input checked="" type="checkbox"/> Highest Federal civilian grade held (<i>also give job series and dates held</i>).</li> </ul>
Education	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> High School: Name, city, state (<i>zip code if known</i>), and date of diploma or GED;</li> <li><input checked="" type="checkbox"/> Colleges and universities: Name, city, state (<i>zip code if known</i>), majors, type and year of any degree received (<i>if no degree, show total hours earned and indicate whether semester or quarter hours</i>);</li> <li><input checked="" type="checkbox"/> <b>You must attach an official transcript with your application if you want to receive credit for your college.</b></li> </ul>
Work Experience	<p>Give the following information for your paid and nonpaid work experience related to the job for which you are applying:</p> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Job title (<i>include series and grade if Federal job</i>);</li> <li><input checked="" type="checkbox"/> Duties and the percentage worked;</li> <li><input checked="" type="checkbox"/> Employer's name and address;</li> <li><input checked="" type="checkbox"/> Supervisor's name and phone number;</li> <li><input checked="" type="checkbox"/> Starting and ending dates (<i>month and year</i>);</li> <li><input checked="" type="checkbox"/> Hours per week;</li> <li><input checked="" type="checkbox"/> Salary;</li> <li><input checked="" type="checkbox"/> Indicate if we may contact your current supervisor.</li> </ul>

## What Your Application or Resume Must Contain (*continued*)

### Other Qualifications

- ☒ Job-related training courses (*title and year*);
- ☒ Job-related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed;
- ☒ Job-related honors, awards, and special accomplishments. For example, publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards (*give dates but do not send documents*).



## How to Apply for a Seasonal Position at the IRS

<b>Call for Information</b>	Call 513-357-5559 for current testing information. Testing is usually conducted between October through March of each year.
<b>Complete Forms</b>	Complete the Optional Application for Federal Employment (OF-612), the Declaration for Federal Employment (OF-306), Consent for Fingerprint Check (Form 12114), and Fingerprint Information (Form 9970), which can be found in the back of this booklet. A photocopy with original signature and current date is acceptable. You may substitute the OF-612 with a resume. However, if your resume does not provide all the required information, you may lose consideration.
<b>Schedule for a Test</b>	To schedule for a test, call the number shown on the flyer provided in this booklet. Applicants with a disability, who require special testing accommodations, must identify themselves when scheduling for the test so accommodations can be arranged.
<b>Report to the Test Site</b>	<b><u>Report to the test site with your completed application forms.</u></b> Also, bring a photo ID (i.e., driver's license, Military ID, etc.), <b><u>and</u></b> a Social Security card or birth certificate. Applicants claiming Veterans Preference must submit a copy of their DD-214 with their application. Allow approximately 3-4 hours for the test session. All eligible applicants will be fingerprinted at the time of testing.
<b>Notice of Results</b>	You will receive a Notice of Results within 1 to 2 weeks after testing. The notice will indicate the position and grade for which you qualify and your test score. Ineligible ratings will be explained with the notice. The period of consideration is 12 months from the date of testing.
<b>Selections for Employment</b>	As vacancies occur, lists of qualified candidates are referred for consideration in score order based on written test scores. <b>Selections for employment depend upon several conditions such as: the number of vacancies, test score, shift availability, work history, arrest record, employment checks, any tax delinquency or Federal debt, or any other information relevant to selection for employment. All applicants are subject to a background investigation which includes employment reference checks, an FBI name and fingerprint check, and federal income tax verification for 3 prior filing years.</b> Not all applicants are selected for employment. If you are selected, you will receive a telephone call or letter requesting you to report for a pre-processing session. It may be as little as 1 week, or as long as 4 months from the time you take the test to the time you will start work.

## Former Federal Employees with Reinstatement Eligibility

Applicants with Career-Conditional (CC) status **may be considered** for appointment within 3 years of their separation from a competitive appointment in the Federal Service. Applicants with Career (C) status or applicants with CC status and Veteran's Preference have indefinite reinstatement eligibility. Applicants with either C or CC status can only be reinstated into a position with the same or lower grade level and same or lower full working level held in the competitive service (and did not lose because of performance or conduct reasons) and must provide documentation of that full working level. **To apply for Reinstatement**, applicants must mail the application forms (OF-612 and OF-306 in the back of this booklet) with a copy of their separation SF-50, Notification of Personnel Action, from their last C or CC position in the competitive service. If this separation SF-50 does not indicate the highest grade held and/or full working level of the highest grade held in a C or CC position in the competitive service, you will also need to provide that documentation. **Reinstatement eligibles will receive consideration for only the positions and grade levels for which we recruit.**

Reinstatement applicants with prior military service must also submit a copy of their DD-214 with their application forms.

Applicants who do not have a copy of their last separation SF-50 can request a copy from the National Personnel Records Center (NPRC). When contacting NPRC, applicants must provide Social Security Number, date of birth, and all names used during Federal employment. The request should be sent to the following address:

National Personnel Records Center  
Civilian Personnel Records  
111 Winnebago Street  
St. Louis, MO 63118

Call the IRS Job Line at 513-357-5559 TDD 606-292-5081

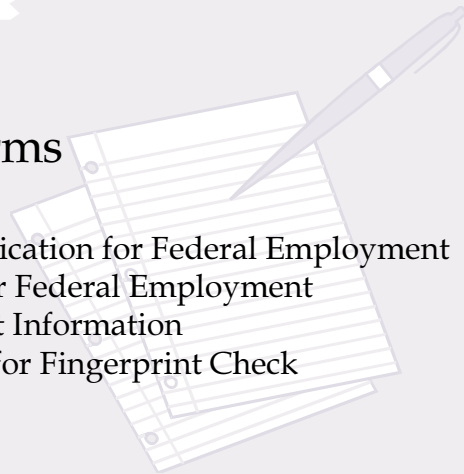
## Sample Test Questions



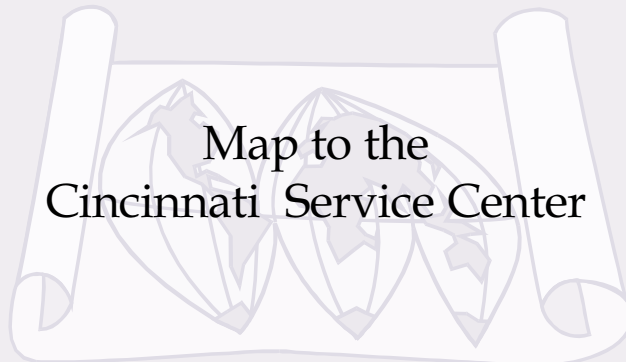
## Sample Data Transcriber Skills Test

## Application Forms

**OF 612**, Optional Application for Federal Employment  
**OF 306**, Declaration for Federal Employment  
**Form 9970**, Fingerprint Information  
**Form 12408**, Consent for Fingerprint Check



## Map to the Cincinnati Service Center





## SAMPLE QUESTIONS

The following sample questions show types of questions found in the written test you will take. They also show how your answers to the questions are to be recorded on a separate answer sheet. The questions on the test may be harder or easier than those shown here, but a sample of each *kind* of question on the test is given.

Read these directions, then look at the sample questions and try to answer them. Each question has several suggested answers lettered A, B, C, etc. Decide which one is the best answer to the question. Then, in the Sample Answer Sheet box, find the answer space that is numbered the same as the number of the question, and darken completely the oval that is lettered the same as the letter of your answer. Then compare your answers with those given in the Correct Answers to Sample Questions box. For some questions an explanation of the correct answer is given immediately following the sample question.

**Vocabulary.** For each question like 1 through 3, choose the one of the four suggested answers that means most nearly the same as the word in *italics*.

1. *Option* means most nearly

- A) use                                      C) value  
B) choice                                  D) blame

2. *Innate* means most nearly

- A) eternal                                  C) native  
B) well-developed                      D) prospective

3. To *confine* means most nearly to

- A) restrict                                  C) eliminate  
B) hide                                      D) punish

**Grammar.** In questions 4, 5, and 6, decide which sentence is preferable with respect to grammar and usage suitable for a formal letter or report.

4. A) If properly addressed, the letter will reach my mother and I.  
B) The letter had been addressed to myself and my mother.  
C) I believe the letter was addressed to either my mother or I.  
D) My mother's name, as well as mine, was on the letter.

The answer to question 4 is D. The answer is not A because the word *me* (reach . . . me) should have been used, not the word *I*. The answer is not B. The expression, *to myself*, is sometimes used in spoken English, but it is not acceptable in a formal letter or report. The answer is not C, because the word *I* has been used incorrectly, just as it was in A.

5. A) Most all these statements have been supported by persons who are reliable and can be depended upon.  
B) The persons which have guaranteed these statements are reliable.  
C) Reliable persons guarantee the facts with regards to the truth of these statements.  
D) These statements can be depended on, for their truth has been guaranteed by reliable persons.

6. A) Brown's & Company employees have recently received increases in salary.  
B) Brown & Company recently increased the salaries of all its employees.  
C) Recently Brown & Company has increased their employees' salaries.  
D) Brown & Company have recently increased the salaries of all its employees.

**Spelling.** In questions 7 through 9, find the correct spelling of the word among the choices lettered A, B, or C and darken the proper answer space. If no suggested spelling is correct, darken space D.

7. A) athalete                                  C) athlete  
B) athelete                                  D) none of these

In question 7 an extra letter has been added to both A and B. The fourth letter in A makes that spelling of *athlete* wrong. The fourth letter in B makes that spelling of *athlete* wrong. Spelling C is correct.

8. A) predesessor                              C) predecesser  
B) predecesar                              D) none of these

All three spellings of the word are wrong. The correct answer, therefore, is D because none of the printed spellings of *predecessor* is right.

9. A) occassion                                  C) ocaasion  
B) occasion                                  D) none of these

### Sample Answer Sheet

- 1 ☐ A ☐ B ☐ C ☐ D ☐ E  
2 ☐ A ☐ B ☐ C ☐ D ☐ E  
3 ☐ A ☐ B ☐ C ☐ D ☐ E  
4 ☐ A ☐ B ☐ C ☐ D ☐ E  
5 ☐ A ☐ B ☐ C ☐ D ☐ E  
6 ☐ A ☐ B ☐ C ☐ D ☐ E  
7 ☐ A ☐ B ☐ C ☐ D ☐ E  
8 ☐ A ☐ B ☐ C ☐ D ☐ E  
9 ☐ A ☐ B ☐ C ☐ D ☐ E

### Correct Answers to Sample Questions

- 1 ☐ A ☒ B ☐ C ☐ D ☐ E  
2 ☐ A ☒ B ☐ C ☐ D ☐ E  
3 ☒ A ☐ B ☐ C ☐ D ☐ E  
4 ☐ A ☐ B ☐ C ☒ D ☐ E  
5 ☐ A ☐ B ☐ C ☒ D ☐ E  
6 ☐ A ☒ B ☐ C ☐ D ☐ E  
7 ☐ A ☒ B ☐ C ☐ D ☐ E  
8 ☐ A ☐ B ☐ C ☒ D ☐ E  
9 ☐ A ☒ B ☐ C ☐ D ☐ E

**Word Relations.** In questions like 10, 11, and 12 the first two words in capital letters go together in some way. The third word in capital letters is related in the same way to one of the words lettered A, B, C, or D.

10. PLUMBER is related to WRENCH as  
PAINTER is related to
- A) brush                                      C) shop  
B) pipe                                        D) hammer

The relationship between the first two words in capital letters is that a PLUMBER uses the tool called the WRENCH in doing his work. A PAINTER uses the tool called the BRUSH in doing his work. Therefore, the answer to question 10 is A. The answer is not B because a pipe is not a tool. The answer is not C for two reasons. A *shop* could be used by either a plumber or a painter and a shop is not a tool. The answer is not D. A *hammer* is a tool but it is not a tool used by a painter in his work.

11. BODY is related to FOOD as ENGINE is related to
- A) wheels                                      C) motion  
B) smoke                                        D) fuel

You soon saw that the relationship between the words in question 10 does not fit the words in question 11. The relationship here is that the first runs on the second—the BODY runs on FOOD; and ENGINE runs on D) fuel.

12. ABUNDANT is related to CHEAP as  
SCARCE is related to
- A) ample                                        C) costly  
B) inexpensive                                D) unobtainable

**Reading.** In questions like 13, 14, and 15, you will be given a paragraph, generally from 4 to 10 lines long. Read the paragraph with great care for you will have to decide which one of four statements is based on the information in the paragraph. The statement may not be based on the main thought of the paragraph.

13. What constitutes skill in any line of work is not always easy to determine; economy of time must be carefully distinguished from economy of energy, as the quickest method may require the greatest expenditure of muscular effort and may not be essential or at all desirable.

*The paragraph best supports the statement that*

- A) the most efficiently executed task is not always the one done in the shortest time  
B) energy and time cannot both be conserved in performing a single task  
C) a task is well done when it is performed in the shortest time  
D) skill in performing a task should not be acquired at the expense of time

The answer is A. You can see that the paragraph points out that the task done most quickly is not necessarily the task done best. The paragraph does not compare energy and time although it mentions both, so B is not an answer. The paragraph does not support C, which is almost the opposite of the answer, A. The statement in D may be true, but it is not contained in the paragraph.

14. The secretarial profession is a very old one and has increased in importance with the passage of time. In modern times, the vast expansion of business and industry has greatly increased the need and opportunities for secretaries, and for the first time in history their number has become large.

*The paragraph best supports the statement that the secretarial profession*

- A) is older than business and industry  
B) did not exist in ancient times  
C) has greatly increased in size  
D) demands higher training than it did formerly

15. It is difficult to distinguish between bookkeeping and accounting. In attempts to do so, bookkeeping is called the art, and accounting the science, of recording business transactions. Bookkeeping gives the history of the business in a systematic manner; and accounting classifies, analyzes, and interprets the facts thus recorded.

*The paragraph best supports the statement that*

- A) accounting is less systematic than bookkeeping  
B) accounting and bookkeeping are closely related  
C) bookkeeping and accounting cannot be distinguished from one another  
D) bookkeeping has been superseded by accounting

**Sample Answer Sheet**

- 10 ☐ A ☐ B ☐ C ☐ D ☐ E  
11 ☐ A ☐ B ☐ C ☐ D ☐ E  
12 ☐ A ☐ B ☐ C ☐ D ☐ E  
13 ☐ A ☐ B ☐ C ☐ D ☐ E  
14 ☐ A ☐ B ☐ C ☐ D ☐ E  
15 ☐ A ☐ B ☐ C ☐ D ☐ E

**Correct Answers to Sample Questions**

- 10 ☒ A ☐ B ☐ C ☐ D ☐ E  
11 ☐ A ☐ B ☒ C ☐ D ☐ E  
12 ☐ A ☐ B ☒ C ☐ D ☐ E  
13 ☒ A ☐ B ☐ C ☐ D ☐ E  
14 ☐ A ☐ B ☒ C ☐ D ☐ E  
15 ☒ A ☐ B ☐ C ☐ D ☐ E

Sample questions 16 through 20 require name and number comparisons. In each line across the page there are three names or numbers that are very similar. Compare the three names or numbers and decide which ones are exactly alike. On the Sample Answer Sheet, mark the answer—

- A if ALL THREE names or numbers are exactly ALIKE
- B if only the FIRST and SECOND names or numbers are exactly ALIKE
- C if only the FIRST and THIRD names or numbers are exactly ALIKE
- D if only the SECOND and THIRD names or numbers are exactly ALIKE
- E if ALL THREE names or numbers are DIFFERENT

- |                 |             |             |
|-----------------|-------------|-------------|
| 16. Davis Hazen | David Hozen | David Hazen |
| 17. Lois Appel  | Lois Appel  | Lois Apfel  |
| 18. June Allan  | Jane Allan  | Jane Allan  |
| 19. 10235       | 10235       | 10235       |
| 20. 32614       | 32164       | 32614       |

In the next group of sample questions, there is a name in a box at the left, and four other names in alphabetical order at the right. Find the correct space for the boxed name so that it will be in alphabetical order with the others, and mark the letter of that space as your answer.

- |   |  |  |  |
|---|--|--|--|
| <p>21. <span style="border: 1px solid black; padding: 2px;">Jones, Jane</span></p>      | <p>A) →<br/>Goodyear, G. L.<br/>B) →<br/>Haddon, Harry<br/>C) →<br/>Jackson, Mary<br/>D) →<br/>Jenkins, William<br/>E) →</p> | <p>23. <span style="border: 1px solid black; padding: 2px;">Olsen, C. C.</span></p>      | <p>A) →<br/>Olsen, C. A.<br/>B) →<br/>Olsen, C. D.<br/>C) →<br/>Olsen, Charles<br/>D) →<br/>Olsen, Christopher<br/>E) →</p>    |
| <p>22. <span style="border: 1px solid black; padding: 2px;">Kessler, Neilson</span></p> | <p>A) →<br/>Kessel, Carl<br/>B) →<br/>Kessinger, D. J.<br/>C) →<br/>Kessler, Karl<br/>D) →<br/>Kessner, Lewis<br/>E) →</p>   | <p>24. <span style="border: 1px solid black; padding: 2px;">DeMattia, Jessica</span></p> | <p>A) →<br/>DeLong, Jesse<br/>B) →<br/>DeMatteo, Jessie<br/>C) →<br/>Derby, Jessie S.<br/>D) →<br/>DeShazo, L. M.<br/>E) →</p> |

Sample Answer Sheet											
16	A	B	C	D	E	21	A	B	C	D	E
17	A	B	C	D	E	22	A	B	C	D	E
18	A	B	C	D	E	23	A	B	C	D	E
19	A	B	C	D	E	24	A	B	C	D	E
20	A	B	C	D	E						

Correct Answers to Sample Questions											
16	A	B	C	D	E	21	A	B	C	D	E
17	A	B	C	D	E	22	A	B	C	D	E
18	A	B	C	D	E	23	A	B	C	D	E
19	A	B	C	D	E	24	A	B	C	D	E
20	A	B	C	D	E						

In questions like 25 through 28, solve each problem and see which of the suggested answers A, B, C, or D is correct. If your answer does not exactly agree with any of the first four suggested answers, darken space E.

- |   |   |  |   |
|---|---|--|---|
| <p>25. Add:</p> $\begin{array}{r} 22 \\ + 33 \\ \hline \end{array}$     | <p><i>Answers</i></p> <p>A) 44   B) 45<br/>C) 54   D) 55<br/>E) none of these</p> | <p>27. Multiply:</p> $\begin{array}{r} 25 \\ \times 5 \\ \hline \end{array}$ | <p><i>Answers</i></p> <p>A) 100   B) 115<br/>C) 125   D) 135<br/>E) none of these</p> |
| <p>26. Subtract:</p> $\begin{array}{r} 24 \\ - 3 \\ \hline \end{array}$ | <p>A) 20   B) 21<br/>C) 27   D) 29<br/>E) none of these</p>                       | <p>28. Divide:</p> $6 \overline{) 126}$                                      | <p>A) 20   B) 22<br/>C) 24   D) 26<br/>E) none of these</p>                           |

There is a set of 5 suggested answers for each of the groups of sample questions appearing below. Do not try to memorize these answers, because there will be a different set on each page in the test.

To find the answer to each question, find which one of the suggested answers contains numbers and letters all of which appear in that question. These numbers and letters may be in any order in the question, but all four must appear. If no suggested answer fits, mark E for that question.

- |  |  |
|--|--|
| <p>29. 8 N K 9 G T 4 6</p> <p>30. T 9 7 Z 6 L 3 K</p> <p>31. Z 7 G K 3 9 8 N</p> <p>32. 3 K 9 4 6 G Z L</p> <p>33. Z N 7 3 8 K T 9</p> | <p>34. 2 3 P 6 V Z 4 L</p> <p>35. T 7 4 3 P Z 9 G</p> <p>36. 6 N G Z 3 9 P 7</p> <p>37. 9 6 P 4 N G Z 2</p> <p>38. 4 9 7 T L P 3 V</p> |
|--|--|

Suggested Answers {

- A=7, 9, G, K
- B=8, 9, T, Z
- C=6, 7, K, Z
- D=6, 8, G, T
- E=none of these

Suggested Answers {

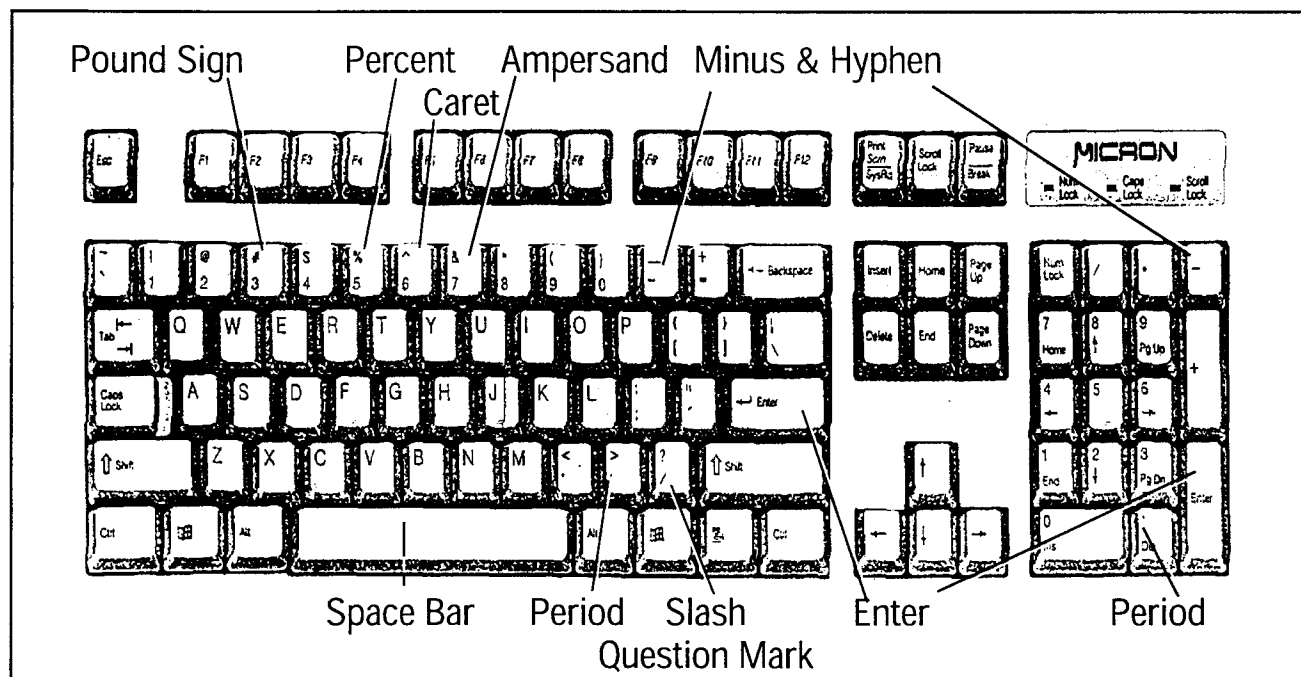
- A=3, 6, G, P
- B=3, 7, P, V
- C=4, 6, V, Z
- D=4, 7, G, Z
- E=none of these

Sample Answer Sheet	
25	A B C D E
26	A B C D E
27	A B C D E
28	A B C D E
29	A B C D E
30	A B C D E
31	A B C D E
32	A B C D E
33	A B C D E
34	A B C D E
35	A B C D E
36	A B C D E
37	A B C D E
38	A B C D E

Correct Answers to Sample Questions	
25	A B C D <b>E</b>
26	A B C D E
27	A B C D E
28	A B C D <b>E</b>
29	A B C D <b>E</b>
30	A B C D E
31	A B C D E
32	A B C D <b>E</b>
33	A B C D E
34	A B C D E
35	A B C D E
36	A B C D E
37	A B C D <b>E</b>
38	A B C D E

# Data Transcriber Positions Skills Test practice sample

Below is a diagram of the computer terminal keyboard similar to the one you will be using for the Data Transcriber Skills Test and sample test which will be administered at the test.



## Sample

Enter Spaces As Shown

Line 01: RAMON<MARTINEZ % ROY FOX 249 123RD ST ARLINGTON/TX [ENTER]  
Line 02: 19473 1934 8379 7391 5794 4895 6785 1562 25942 410 [ENTER]  
Line 03: 7273 4940 LIL<PARROT 91 N AMBER-LN NEWARK/NJ 07102 [ENTER]  
Line 04: 489 859 498 946 837 947 914 594 659 3585 720 830 9 [ENTER]  
Line 05: 5000 6007 ANNE-MARIE<CHU RT 2 BOX 5 MINNEAPOLIS/MN [ENTER]  
Line 06: MARK<MAPLE<JR % OAK 45A MAIN HARTFORD/CT 825936711 [ENTER]  
Line 07: 78723 724 94101 83202 6112 7712 100012 101270 4430 [ENTER]



# OPTIONAL APPLICATION FOR FEDERAL EMPLOYMENT - OF 612

You may apply for most jobs with a resume, this form, or other written format. If your resume or application does not provide all the information requested on this form and in the job vacancy announcement, you may lose consideration for a job.

<b>1</b> Job title in announcement		<b>2</b> Grade(s) applying for	<b>3</b> Announcement number
<b>4</b> Last name	First and middle names		<b>5</b> Social Security Number
<b>6</b> Mailing address			<b>7</b> Phone numbers (include area code) Daytime (      ) Evening (      )
City	State	ZIP Code	

## WORK EXPERIENCE

**8** Describe your paid and nonpaid work experience related to the job for which you are applying. Do **not** attach job descriptions.

<b>1)</b> Job title (if Federal, include series and grade)				
From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number (      )
Describe your duties and accomplishments				

<b>2)</b> Job title (if Federal, include series and grade)				
From (MM/YY)	To (MM/YY)	Salary \$	per	Hours per week
Employer's name and address				Supervisor's name and phone number (      )
Describe your duties and accomplishments				

9 May we contact your current supervisor? YES [ ] NO [ ]▶ If we need to contact your current supervisor before making an offer, we will contact you first.

EDUCATION

10 Mark highest level completed. Some HS [ ] HS/GED [ ] Associate [ ] Bachelor [ ] Master [ ] Doctoral [ ]

11 Last high school (HS) or GED school. Give the school's name, city, State, ZIP Code (if known), and year diploma or GED received.

12 Colleges and universities attended. Do not attach a copy of your transcript unless requested.

Name			Total Credits Earned		Major(s)	Degree - (if any)	Year Received
			Semester	Quarter			
1)	City	State	ZIP Code				
2)							
3)							

OTHER QUALIFICATIONS

13 Job-related training courses (give title and year). Job-related skills (other languages, computer software/hardware, tools, machinery, typing speed, etc. Job-related certificates and licenses (current only). Job-related honors, awards, and special accomplishments (publications, memberships in professional/honor societies, leadership activities, public speaking, and performance awards.) Give dates, but do not send documents unless requested.

GENERAL

14 Are you a U.S. citizen? YES [ ] NO [ ]▶ Give the country of your citizenship.

15 Do you claim veterans' preference? NO [ ] YES [ ]▶ Mark your claim of 5 or 10 points below.

5 points [ ]▶ Attach your DD 214 or other proof. 10 points [ ]▶ Attach an Application for 10-Point Veterans' Preference (SF 15) and proof required.

16 Were you ever a Federal civilian employee? NO [ ] YES [ ]▶ For highest civilian grade give:

Series	Grade	From (MM/YY)	To (MM/YY)

17 Are you eligible for reinstatement based on career or career-conditional Federal status? NO [ ] YES [ ]▶ If requested, attach SF 50 proof.

APPLICANT CERTIFICATION

18 I certify that, to the best of my knowledge and belief, all of the information on and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for not hiring me or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.

SIGNATURE

DATE SIGNED

# Declaration for Federal Employment

## GENERAL INFORMATION

### 1 FULL NAME



### 2 SOCIAL SECURITY NUMBER



### 3 PLACE OF BIRTH (Include City and State or Country)



### 4 DATE OF BIRTH (MM/DD/YY)



### 5 OTHER NAMES EVER USED (For example, maiden name, nickname, etc.)



### 6 PHONE NUMBERS (Include Area Codes)

DAY

NIGHT

## MILITARY SERVICE

7 Have you served in the United States Military Service? *If your only active duty was training in the Reserves or National Guard, answer "NO".* . . . . .

Yes	No

If you answered "YES", list the branch, dates (MM/DD/YY), and type of discharge for all active duty military service.

BRANCH

FROM

TO

TYPE OF DISCHARGE

## BACKGROUND INFORMATION

**For all questions**, provide all additional requested information under item 15 or on attached sheets. The circumstances of each event you list will be considered. However, in most cases you can still be considered for Federal jobs.

**For questions 8, 9, and 10**, your answers should include convictions resulting from a plea of nolo contendere (*no contest*), but omit (1) traffic fines of \$300 or less, (2) any violation of law committed before your 16th birthday, (3) any violation of law committed before your 18th birthday if finally decided in juvenile court or under a Youth Offender law, (4) any conviction set aside under the Federal Youth Corrections Act or similar State law, and (5) any conviction whose record was expunged under Federal or State law.

8 During the last 10 years, have you been convicted, been imprisoned, been on probation, or been on parole? (Includes felonies, firearms or explosives violations, misdemeanors, and all other offenses.)  
*If "Yes", use item 15 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* . . . . .

9 Have you been convicted by a military court-martial in the past 10 years? (If no military service, answer "NO".) *If "Yes", use item 15 to provide the date, explanation of the violation, place of occurrence, and the name and address of the military authority or court involved.* . . . . .

10 Are you now under charges for any violation of law? *If "Yes", use item 15 to provide the date, explanation of the violation, place of occurrence, and the name and address of the police department or court involved.* . . . . .

11 During the last 5 years, were you fired from any job for any reason, did you quit after being told that you would be fired, did you leave any job by mutual agreement because of specific problems, or were you debarred from Federal employment by the Office of Personnel Management? *If "Yes", use item 15 to provide the date, an explanation of the problem and reason for leaving, and the employer's name and address.* . . . . .

12 Are you delinquent on any Federal debt? (Includes delinquencies arising from Federal taxes, loans, overpayment of benefits, and other debts to the U.S. Government, plus defaults of Federally guaranteed or insured loans such as student and home mortgage loans.) *If "Yes", use item 15 to provide the type, length, and amount of the delinquency or default, and steps that you are taking to correct the error or repay the debt.* . . . . .

Yes	No

## ADDITIONAL QUESTIONS

13 Do any of your relatives work for the agency or organization to which you are submitting this form? (Includes father, mother, husband, wife, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, and half sister.) *If "Yes", use item 15 to provide the name, relationship, and the Department, Agency, or Branch of the Armed Forces for which your relative works.* . . . . .

14 Do you receive, or have you ever applied for, retirement pay, pension, or other pay based on military, Federal civilian, or District of Columbia Government service? . . . . .

Yes	No

## CONTINUATION SPACE/AGENCY OPTIONAL QUESTIONS

- 15** Provide details requested in items 8 through 13 and 17c in the continuation space below or on attached sheets. Be sure to identify attached sheets with your name, Social Security Number, and item number, and to include ZIP Codes in all addresses. If any questions are printed below, please answer as instructed (these questions are specific to your position, and your agency is authorized to ask them).

## CERTIFICATIONS/ADDITIONAL QUESTION

**APPLICANT: If you are applying for a position and have not yet been selected.** Carefully review your answers on this form and any attached sheets. When this form and all attached materials are accurate, complete item 16/16a.

**APPOINTEE: If you are being appointed.** Carefully review your answers on this form and any attached sheets, including any other application materials that your agency has attached to this form. If any information requires correction to be accurate as of the date you are signing, make changes on this form or the attachments and/or provide updated information on additional sheets, initialing and dating all changes and additions. When this form and all attached materials are accurate, complete item 16/16b and answer item 17.

**16** I certify that, to the best of my knowledge and belief, all of the information on and attached to this Declaration for Federal Employment, including any attached application materials, is true, correct, complete, and made in good faith. I understand that a false or fraudulent answer to any question on any part of this declaration or its attachments may be grounds for not hiring me, or for firing me after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated for purposes of determining eligibility for Federal employment as allowed by law or Presidential order. I consent to the release of information about my ability and fitness for Federal employment by employers, schools, law enforcement agencies, and other individuals and organizations to investigators, personnel specialists, and other authorized employees of the Federal Government. I understand that for financial or lending institutions, medical institutions, hospitals, health care professionals, and some other sources of information, a separate specific release may be needed, and I may be contacted for such a release at a later date.

**16a Applicant's Signature** ▶  
(Sign in ink)

**Date** ▶

**16b Appointee's Signature** ▶  
(Sign in ink)

**Date** ▶

APPOINTING OFFICER: Enter Date of Appointment or Conversion

- 17 Appointee Only (Respond only if you have been employed by the Federal Government before):** Your elections of life insurance during previous Federal employment may affect your eligibility for life insurance during your new appointment. These questions are asked to help your personnel office make a correct determination.

**17a** When did you leave your last Federal job? . . . . .

**17b** When you worked for the Federal Government last time, did you waive Basic Life Insurance or any type of optional life insurance? . . . . .

**17c** If you answered "Yes" to item 17b, did you later cancel the waiver(s)? If your answer to item 17c is "No," use item 15 to identify the type(s) of insurance for which waivers were not cancelled. . . . .

Date (MM/DD/YY)		
Yes	No	Don't Know

# Fingerprint Information

Please print all information

1. Name			<i>last</i>	<i>first</i>	<i>full middle name (at birth (if none, put "NMN". If born with an initial only, "IO" and the initial.)</i>
2. Maiden name			3. Other names used or aliases		
4. Former Married name(s)					
5. Date of birth (month, day, year)			6. Sex <input type="checkbox"/> female <input type="checkbox"/> male		
7. Race <input type="checkbox"/> B-Black <input type="checkbox"/> H-Hispanic <input type="checkbox"/> J-Japanese <input type="checkbox"/> O-Oriental <input type="checkbox"/> X-Unknown <input type="checkbox"/> C-Chinese <input type="checkbox"/> I-American Indian <input type="checkbox"/> K-Korean <input type="checkbox"/> W-White					
8. Height			<i>feet</i>	<i>inches</i>	9. Weight ( <i>lbs.</i> )
10. Eye Color <input type="checkbox"/> BLK-Black <input type="checkbox"/> GRY-Gray <input type="checkbox"/> BLU-Blue <input type="checkbox"/> HAZ-Hazel <input type="checkbox"/> BRO-Brown <input type="checkbox"/> GRN-Green <input type="checkbox"/> XXX-Unknown			11. Hair Color <input type="checkbox"/> BAL-Bald <input type="checkbox"/> BLN-Blond <input type="checkbox"/> GRY-Gray <input type="checkbox"/> WHI-White BLK-Black BRO-Brown RED-Red XXX-Unknown		
12. Place of birth			<i>city</i>	<i>state</i>	
13. Social Security Number (SSN)			14. Daytime phone number (       )       -		
15. Residence ( <i>Include street, city, state and zip.</i> )					
16. Scars, marks and tattoos					

## Agency Use Only

☐ Passed ☐ SETS ☐ Delete  
☐ Ineligible ☐ Transmit

Test date

Initials

Terminal  
☐ 1 ☐ 2 ☐ 3



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## Consent for Fingerprint Check

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I hereby authorize any investigator, special agent or other duly appointed representative of the authorized federal agency conducting my background investigation to receive any criminal history record information pertaining to me which may be in the files of any federal, state or local criminal justice agency.

Print Full Name	SSN	
Street Address		
City	State	Zip Code
Signature		Date

### Privacy Act Statement

The Privacy Act of 1974 requires that when we ask you for information, we state our legal right to do so, why we are asking for the information, and how it will be used. We must also tell you what could happen if you do not provide it and whether your response is voluntary, required to obtain a benefit or mandatory.

Our legal right to ask for the information is 5USC 301, and Executive Order 9397. We are asking for this information to investigate your background and determine your suitability for employment.

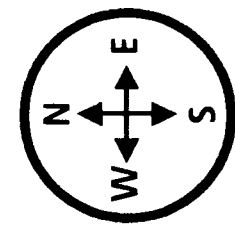
Disclosure of the information may be made to Federal, state and local agencies, and judicial authorities as authorized by law. Violations or potential violations of law, whether civil, criminal or regulatory in nature may be reported to appropriate agencies that have the responsibility for investigating or prosecuting such violations or are charged with enforcing or implementing such laws.

Your failure to complete the pre-appointment information on this form may mean that the required information cannot be obtained to determine your suitability and or conduct an investigation. Without this information, a determination as to your suitability for Federal employment cannot be made and may result in you not being considered for employment.



# CINCINNATI SERVICE CENTER

RIVERCENTER BLVD.



THIRD STREET ONE WAY

MADISON AVENUE

CHURCH

ONE WAY

IRS PARKING LOT

GUARD STATION

3RD ST.

JOHNSON STREET

TEST PARKING

DOOR 18

DOOR 21

BUILDING A

LOBBY

DOOR B1

BUILDING B

DOOR B2

DOOR B3

IRS

PARKING

LOT

GUARD STATION

ALLEY

CHURCH

FOURTH STREET

ONE WAY

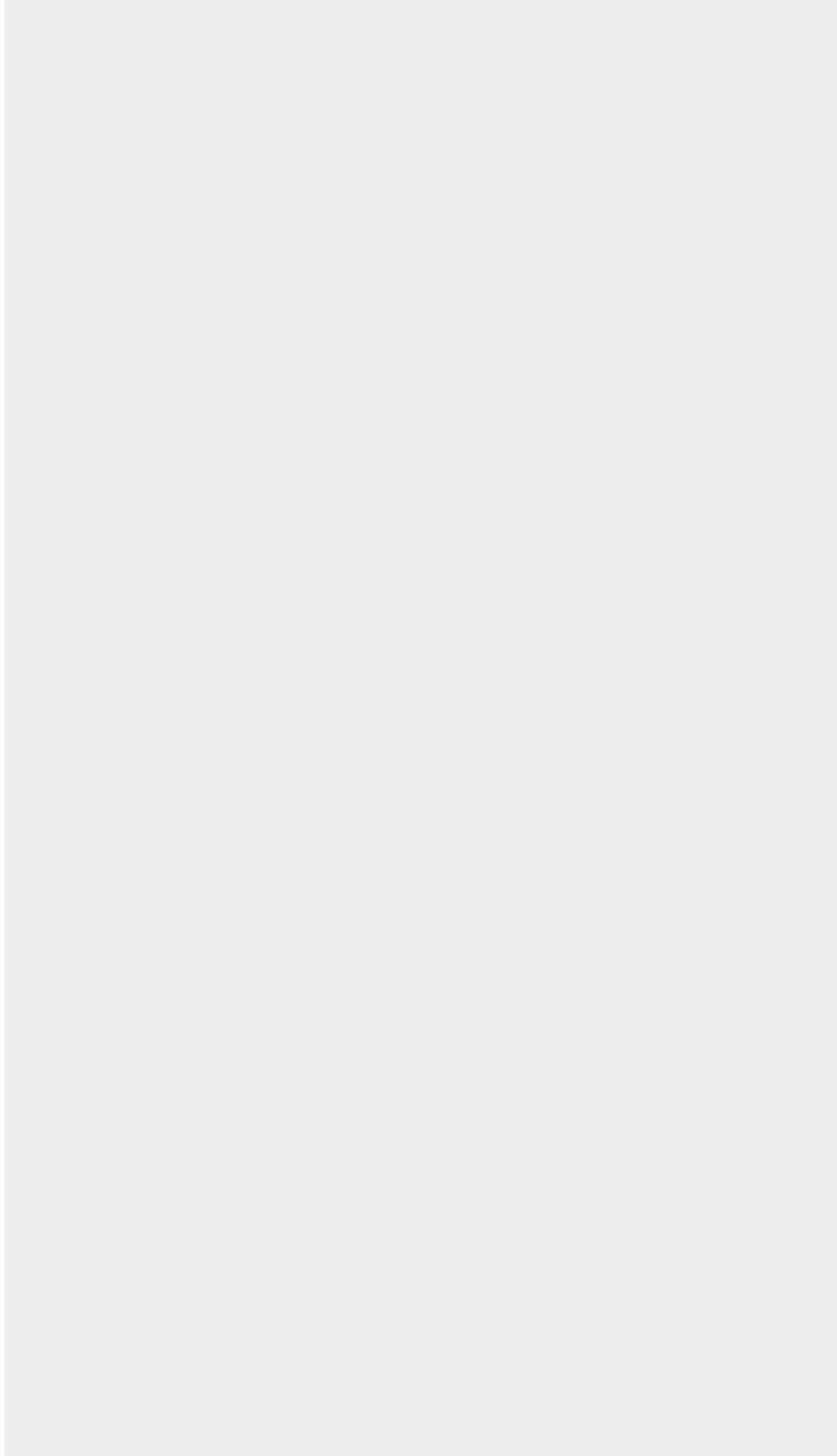
RUSSELL

INTERNAL REVENUE SERVICE  
CINCINNATI SERVICE CENTER  
200 W. FOURTH STREET, COVINGTON, KY 41011



Call the IRS Job Line at 513-357-5559 TDD 606-292-5081

## Notes



Notes





**IRS Personnel Branch  
550 Main Street, Room 6002  
Cincinnati, OH 45202**

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**513-357-5559  
TDD 606-292-5081**

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**Equal Employment Opportunity Employer**

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